

**STATE OF NORTH CAROLINA  
FULL TIME NATIONAL GUARD DUTY COUNTERDRUG**

**AGENCY, ADDRESS, AND POC:**

North Carolina Counterdrug Program  
Attn: Counterdrug Personnel  
4105 Reedy Creek Road  
Raleigh, NC 27607-6410  
Phone: 984-664-8505  
Email: [ng.nc.ncarng.mbx.j3-cdtf@mail.mil](mailto:ng.nc.ncarng.mbx.j3-cdtf@mail.mil)

**JOB ANNOUNCEMENT NO.**

NGNC-OPJ-CDP 2021-2B-01

**CLOSING PERIOD**

30 September 2021

**POSITION TITLE:** Investigative Case Analyst

**POSITION INFORMATION:** Full-Time National Guard Duty – Counterdrug (FTNGD-CD)

**DUTY LOCATION:** State Wide

**GRADE:** E1 – E6

☒ STATE WIDE ARNG

☒ STATE WIDE ANG

**AGENCY INFORMATION:**

The North Carolina National Guard Counterdrug Program (CDP) is a joint (Army/Air National Guard) program that provides military specific skilled personnel, advanced technology, and superior facilities that supports federal, state, local law enforcement agencies (LEA) and community based organizations to thwart the supply and demand for illicit drugs. For additional information please contact listed Point of Contact (POC).

**POSITION DESCRIPTION:**

1. Investigative Case and Analyst Support. Focus on four core competencies: Link Analysis, document exploitation, commodity-financial analysis, and case construction.
2. Preparing all-source intelligence products to support the drug-law enforcement agency.
3. Assist in establishing and maintaining systematic, cross-referenced intelligence records and files.
4. Process incoming reports and messages.
5. Assisting in determining the significance and reliability of incoming information.
6. Assist in the analysis and evaluation of intelligence holdings to determine changes in narcotics distributor's capabilities, vulnerabilities and probable courses of action.
7. Assist in assembling, proofreading, and consolidating all intelligence reports.
8. Store and retrieve intelligence data using all available data base programs and computers.
9. Produce descriptive narcotic distribution maps and chart diagrams.
10. Additional analyst duties may be assigned by the supported agency.

**ADDITIONAL POSITION REQUIREMENTS:**

1. This position is not AFSC/MOS specific.
2. This position requires travel.
3. Applicants must have strong oral and written communication skills, be able to speak to groups of individuals with diverse backgrounds, and have the ability to develop extensive written documents.
4. Applicants must have a working knowledge of Microsoft Office software including Word, Excel, and PowerPoint.
5. Applicants must be flexible and work within established guidelines, policies, and procedures. Individuals selected will uphold the highest standards of conduct and personal appearance.
6. Applicants must pass all required background investigations.
7. Applicants must be willing to undergo a Permanent Change of Station (PCS) within the state.
8. Applicants must pass required training for position.

**QUALIFICATIONS FOR FTNGD-CD TOURS:** (ARNG-HRH Policy Memo, CNGBI 3100.01 Enclosure L, paragraph 7)

1. Applicants must be a current member of the North Carolina National Guard.
2. Applicants must meet the Army medical retention standards in accordance with AR 40-501 dated June 27 2019.
3. Applicants must not be within 6 months of mandatory removal or expiration term of service (ETS) on the report date of tour unless waived by the AG.
4. Applicants must not be under a suspension of favorable personnel actions per AR 600-8-2 dated May 11 2016.
5. Applicants must have a current physical fitness test taken within 6 months of the FTNGD-CD order's start date.
6. If applicable, applicants must also provide a passing DA 5500/5501 (Body Fat Content Worksheet Male/Female).

**SPECIAL REQUIREMENTS FOR COUNTERDRUG DUTY:** (CNGBI 3100.01 Enclosure L, paragraph 3/ ANGI 10-801)

1. Selected individuals will take a urinalysis test upon entry to active duty and will be subject to periodic testing. These requirements are in addition to testing by units of assignment during Inactive Duty for Training (IDT).
2. Selected individuals will continue to attend IDT and Annual Training (AT) while on FTNGD-CD.
3. Funding for the NCNG-CDP is year to year and is subject to funding levels determined by Congress.
4. The position requires access to operational information of LEAs. Selected individuals are subject to periodic, unannounced background investigations and criminal records checks throughout the period of service. Any unfavorable results of such investigations will be grounds for dismissal from the program.
5. Standards of Conduct:
  - a. National Guard members participating in the Counterdrug Support Program are required to comply with state laws and with DoD 5500.7-R. Counterdrug personnel uphold the highest standards of conduct and personal appearance.
  - b. NG Service members are authorized to perform the minimum hours necessary to maintain existing law enforcement credentialing only during non-duty hours and not within the scope of the CD duties. Prior to engaging in work as auxiliary, or sworn officers of the law, or performing volunteer activities while on FTNGD-CD orders, NG service Members will obtain written approval from the CDC or NGCS Commandant and legal review from the servicing JA (CNGBM 3100.01 Enclosure L, paragraph 5a.)

**APPLICATION PROCEDURES:** (Submit a resume, cover letter, and listed supporting documents to the above agency POC)

1. Resume and cover letter.
2. Application Package Checklist
3. DA 1058-R, SEP 2017 (Application for ADOS Orders)
4. Commander's Letter of Recommendation
5. DD 369, DEC 2014 (Police Record Check)
  - a. Complete blocks 1-9 and sign block 11. Block 10a-d will be completed by Counterdrug.
6. Army
  - a. Individual Medical Readiness (IMR)
    - i. Must be turned in within 30 days of the tour start date.
    - ii. If the PHA is expected to expire during the tour, a new PHA must be completed within 12 months prior to the tour start date.
    - iii. Must have a current HIV test within 2 years of the tour start date.
  - b. DA 705 (PT Scorecard)
    - i. Must show a passing score within 6 months of tour start date.
  - c. DA 5500/5501 (Body Fat Content Worksheet Male/Female), if applicable
    - i. Must be included if applicants are not in compliance with screening table weight.
  - d. NGB Form 23A (Retirement Point Accounting System)
    - i. Must be turned in within 30 days of the tour start date.
7. Air Force
  - a. Preventive Health Assessment and Individual Medical Readiness (PIMR)
    - i. Must be turned in within 30 days of the tour start date.
  - b. Air Force Fitness Management Printout
    - i. Must show a passing score within 6 months of tour start date.
  - c. Point Credit Summary
    - i. Must be turned in within 30 days of the tour start date.

**PLEASE READ DISCLAIMER:** You the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Please insure that all required documents (As Applicable) on the checklist are included with your application. **DEPLOYED APPLICANTS:** If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address (es). The documents listed above must be enclosed (**photocopies only – do not send originals**). Applications and associated documents will not be considered for future vacancy announcements.

**PACKETS MUST BE SUBMITTED VIA EMAIL TO:**

[ng.nc.ncarnng.mbx.i3-cdtf@mail.mil](mailto:ng.nc.ncarnng.mbx.i3-cdtf@mail.mil)

Subject list MUST include your Rank, Last Name, First Name, Position Title and Position Announcement Number

**(EX.) SGT Snuffy, Joe, Investigative Case Analyst, 2021-2B-01**

Application must be scanned in as one pdf file in the sequential order of the checklist with the naming convention of the file as your Rank, Last Name, First Initial and Position Announcement Number.

**(EX.) SGT Snuffy, J. 2021-2B-01**

**EVALUTATION FACTORS:**

Individual application packet and personal interview.

**COMMANDERS/ SUPERVISORS:**

This position vacancy announcement will be given the broadest possible dissemination. A copy of this job announcement will be posted to your unit/ activity bulletin board.

***The North Carolina National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, gender, political affiliation, marital status, or any other non-merit factor.***

## Application Package Checklist

Name:  
DoD ID:

Rank:  
Unit:

UIC:  
Job Number:

- ☐ **DA Form 1058-R (dated SEP 2017)** (Template can be provided upon request)
  - Application for ADOS Orders (see “HOW TO” for additional instruction)
  - Approve and sign by unit Commander or designated equivalent
  - Readiness NCO verify all information, sign and date by “records custodian”
  - Air Force complete as well
- ☐ **Commander’s Letter of Recommendation**
  - Approve and sign by current unit Commander or designated equivalent (Template can be provided upon request)
  - Unit will carry these individuals as “Constructive Attendance” on the DA Form 1379 for purposes of accountability
- ☐ **Security Clearance Verification Statement Memo** (from unit security manager)
  - Must clearly state:
    - Clearance type
    - Type of investigation
    - Date clearance granted
    - Date investigation completed
- ☐ **Police Record Check DD Form 369 (Dec 2014)** **will be conducted by COUNTERDRUG PROGRAM**
  - Fill and sign SECTION I & II (Blocks 1-9, sign block 11)
  - Submit the signed copy to Counterdrug Program
- ☐ **Army National Guard**
  - IMR print-out from AKO (see “HOW TO” for print-out instruction)
  - PT test - DA Form 705 (within 6 months prior to start date of duty)
  - HT/WT - DA Form 5500/5501, if required
- ☐ **Air National Guard**
  - PIMR - Preventive Health Assessment and Individual Medical Readiness
  - Air Force Fitness Management Printout
- ☐ **HIV Test** (within 2 years prior to start date of duty)
- ☐ **NO pre-existing or outstanding medical issues that require follow-up, to include a temporary profile**
- ☐ **Permanent Profile – DA Form 3349**, if applicable
  - DA Form 3349 (Army NG)
  - AF Form 422 (Air NG)
- ☐ **Retirement Points Accounting Management RPAM – 23A** (print out within 30 days of duty)
- ☐ **Yearly training calendar from the SM Unit of assigned**

## HOW TO:

### ❖ **DA Form 1058-R (dated SEP 2017)** - Application for ADOS Orders

#### a. PART I - APPLICANT:

- Block 1: Counterdrug Program HQ @ 4105 Reedy Creek Road, Raleigh, NC 27607
- Block 2b: If Air Force, leave blank and add "ANG" to remarks in block 31
- Block 19a: In the "NUMBER OF DAYS" block add from date the form is signed by you to end of fiscal year. "BEGINNING DATE/TIME" is the date you signed the form. Find the "LOCATION" from job announcement.

#### b. PART II – RECORDS CUSTODIAN: (Unit can assist)

- Complete blocks out block 21-33c
- Sign by commander or designated equivalent and records custodian.

#### c. **\*\*IMPORTANT\*\* Block 31 REMARKS** – the **highlighted** writing must be added in the block 31, filled out and signed by applicant. It is used to identify if any break is needed prior to start of duty.

(THIS ACTION WILL NOT BE APPROVED WITHOUT THE SOLDIER'S SIGNATURE IN THIS BLOCK)

#### ADDITIONAL REMARKS:

Identify Break in Service. Used to verify last 31-Day Break in Active Federal Service (AFS)

(a) Beginning Date of the most recent break in AFS of 31 days or more: \_\_\_\_\_

(b) Ending Date of the most recent break in AFS of 31 days or more: \_\_\_\_\_

(c) Numbers of Days \_\_\_\_\_

Type of Duty Code (TDC) to be used in fund site: \_\_\_\_\_

### ❖ **DD Form 369 (dated DEC 2014)**

#### a. SECTION I

- Complete blocks 1-9
  - Ensure to input the date (block 1 at the top of the form)
  - Ensure to spell out all names in block 2, **no initials**.
  - If married, include your maiden name in block 2.
  - Ensure to mark both 6a (Ethnic Category) and 6b (Racial Category)
  - For block 9, if you've lived at the residence for **less than 6 months**, complete a second DD 369 to its entirety with the previous residence.
  - Leave block 10a-d blank.

#### b. SECTION II

- Sign block 11.

### ❖ **Medical Protection System (MEDPROS) - Individual Medical Readiness (IMR)**

- Log into AKO => Self Service => My Medical => click on "MEDPROS"
- Under forms "IMR record" and print (print out needs to be **within 30 days** of job closing date)